



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SHERIFF'S DETENTION PROCESSING MANAGER

Class No. 002727

■ CLASSIFICATION PURPOSE

To plan, organize, direct, and coordinate inmate processing activities at Sheriff's detention facilities at various locations within the County of San Diego; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position classification, which reports to the Sheriff's Commander in the Detention Facility Operations Bureau. This class serves as the processing administrator for the Sheriff's Department with responsibility for managing the complex administrative processing of inmates through the detention facilities, jail information personnel and property room system in accordance with laws and established departmental policy and procedures.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, organizes, directs, and coordinates twenty-four hours a day, seven days a week inmate processing activities at Sheriff's detention facilities.
2. Formulates, updates, and disseminates administrative procedures required for the expeditious booking, processing, and releasing of inmates.
3. Develops and manages new projects/programs; monitors and evaluates effectiveness and the need for new programs.
4. Selects and supervises processing personnel to ensure adequate staff coverage of work assignments.
5. Develops and implements in-service training programs.
6. Serves as the Detention Facility liaison with the various courts, U.S. Marshal, Probation Department, State Parole, CYA, other correctional facilities and various law enforcement agencies on inmate and/or detention matters.
7. Analyzes needs and prepares budget requests.
8. Testifies as an expert in court and/or provides subpoenaed inmate records.
9. Interprets court documents.
10. Coordinates the modification and upgrading of the Inmate Booking and Information System.
11. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Codes, ordinances, and legal procedures for processing individuals remanded to the custody of the Sheriff.
- Principles and practices of modern office procedures and records management.
- Supervision and personnel management practices.
- Methodologies used in development of clerical procedures.
- Detention Facility Division policies and procedures.
- Budget preparation and administration.

- Data processing terminology and operation.
- Accounting procedures.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Ability to:

- Plan, organize, direct, coordinate, and supervise the work of subordinate staff.
- Research and analyze a variety of information and prepare clear and concise reports.
- Interpret complex organizational policies and procedures.
- Analyze complex inmate processing systems.
- Interview and select employees.
- Maintain confidentiality and ensure the same from subordinates.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: three (3) years of booking clerk experience or equivalent experience in the courts or closely related setting; AND, three (3) years of supervising experience in a detention facility, court, or closely related setting.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens. Incumbents work on shifts, weekends, and holidays. May be subject to work in facilities that house inebriated, uncooperative, and/or emotionally disturbed persons, and in locked detention facilities that book and release inmates.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of six (6) months (Civil Service Rule 4.2.5).

New: December 19, 1986
Revised: February 26, 2002
Reviewed: Spring 2004
Revised: December 3, 2004
Revised: March 31, 2006

Sheriff's Detention Processing Manager (Class No. 002727)

Union Code: MM

Variable Entry: Y